

Rec. Mgmt
File. Supplies
Surplus Equipment

25X1

Agency Requirements for Filing Equipment or Filing Supplies Satisfied
By Using Surplus In Agency Warehouses During February 1963

<u>Name of Requiring Office</u>	<u>Items Requested</u>	<u>Requisition Number</u>	<u>Savings</u>
1. ORR	Rotary Tub File	6890-276-63	\$216.
2. FI/D	Shelf File-51 Units	6890-116-63	\$570.
3. OBI	Shelf File-16 Sections	Handled verbally with Component Records officer	\$1000.
4. DDS Registry	Five Drawer File Cabinets (4)		\$240.
5. Security Records Division	Roll-Dex-3 Units for 5X8 Cards		\$1785.
6. RID/DDP	Special 1/3 Cu. Ft.- Records Boxes--750		\$390.
7. FI Staff	Shelf Filing-4 Sections		\$440.
8. NPIC	Revo-5X8 Map Cord File		\$811.
			<u>\$5452.</u>

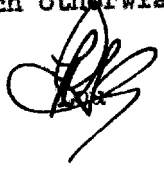
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UNCLASSIFIED				CONFIDENTIAL				SECRET			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP											
TO	NAME AND ADDRESS						INITIALS		DATE		
1	[Redacted]										
2	7D-24, Headquarters										
3											
4											
5											
6											
ACTION				DIRECT REPLY				PREPARE REPLY			
APPROVAL				DISPATCH				RECOMMENDATION			
COMMENT				FILE				RETURN			
CONCURRENCE				X INFORMATION				SIGNATURE			

Remarks:

Bob:

I think you will be interested to see that during February we saved the Agency \$5452. by using surplus Filing Equipment and Filing Supplies, which otherwise would have been purchased.



FOLD HERE TO RETURN TO SENDER											
FROM: NAME, ADDRESS AND PHONE NO.										DATE	
[Redacted]										3/1/63	